

**ADMINISTRATIVE SUPPORT CENTER
for the District of Colorado
901 19th Street Denver, Colorado 80294**

EMPLOYMENT OPPORTUNITY

Position Title: Budget Analyst

Announcement Number: 03-04-AD

Opening Date: June 13, 2003 Closing Date: June 27, 2003

Grade Range: CL 26 - CL 27

Starting Salary Range: \$35,913 - \$64,156*

***Starting salary will be commensurate with qualifications**

This position is located in the Budget and Procurement Division of the Administrative Support Center for the District of Colorado, servicing the U.S. District Court and the U.S. Probation Office.

The incumbent develops and justifies budget requirements and executes approved budgets for the U.S. District Court and the U.S. Probation Office.

Representative Duties:

Develops budget estimates to fund all operating costs of the court units. Assists in the preparation of justification for each object class and prepares the overall budget summary justification.

Presents the budget request to court authorities, and submits amendments and other supplemental information as required.

Develops and monitors spending plans once the budget allotment is received. Recommends reprogramming actions for emergencies and other actions which cause shortfalls. Prepares justification(s) for supplemental requests of additional allotments.

Prepares or oversees the preparation of recurring reports of obligations and expenditures for managers.

Develops local policy and procedures for budget administration within the court unit, which establishes the budget cycle in terms of action dates on estimates, formats, required justification, and the like.

Required Qualifications:

- * Minimum of two years experience working in a professional environment where managing a fiscal year budget was required
- * Skill and accuracy in working with numerical transactions
- * Skill and accuracy in data entry
- * Good Knowledge of WordPerfect 9

The ideal candidate will have experience and qualities as follows: ability to communicate financial information concisely and convincingly both in writing and verbally. Skill in negotiating with managers to secure the needed amount of funds. Skill in recognizing trends and effecting corrective action early on. Skill in determining operational priorities and identifying possible funding resources to address the priorities. Ability to interpret policy and procedures already in place.

Preferred Qualifications:

- * Professional background in managing appropriations
- * Education (college courses or degree) within the financial field.
- * Supplemental training in budget and/or financial fields.

Apply by submitting cover letter, resume, and U.S. Probation Office application form to:

**Human Resources Division
721 19th Street, Room 129 Denver, CO 80202
Attn: 03-04-AD**

or fax to 303-844-0607

Attn: 03-04-AD

Application form found at www.cod.uscourts.gov

INFORMATION FOR APPLICANTS

Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions.

This position is subject to mandatory participation in the Electronic Funds Transfer (payment of net pay i.e. Direct Deposit).

The U.S. Courts require employees to adhere to Judicial Conference regulations, specifically the Code of Conduct for Judicial Employees, which is available to applicants for review upon request.

The U.S. Courts require that all employees prove U.S. citizenship prior to appointment.

All judicial employees are hired in an "at will" capacity, which means that the employment relationship may be terminated at anytime by either the employee or the U.S. Courts for any reason not expressly prohibited by law.

A knowledge/skills/abilities assessment may be required of applicants considered for interviews.

A detailed background investigation, to include verification of the applicant's criminal history, driving record, financial status, education, and prior employment, may be required prior to appointment.

Applicants will not be reimbursed for interview or relocation expenses.

Court Unit Executives:

**Gregory C. Langham, Clerk of U.S. District Court
Richard F. Miklic, Chief U.S. Probation Officer**

**Hours of operation: Monday through Friday 8:00 a.m. - 5:00 p.m.
Biweekly pay periods (80 hours per pay period)**

Human Resources Division location:

U.S. Custom House, 721 19th Street, Suite 129, Denver, CO 80202 (303) 844-0604

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Overview of Federal Government Benefits Package

Biweekly pay periods

**4 hours per pay period paid annual leave
(Based on 1 - 3 years of federal service)**

**6 hours per pay period paid annual leave
(Based on 3 - 15 years of federal service)**

**8 hours per pay period paid vacation annual leave
(Based on 15 years or more of federal service)**

4 hours per pay period paid sick leave

10 paid federal government holidays per year

Federal Employees Group Life Insurance program (FEGLI)

Federal Employees Health Benefits program (FEHB)

Work Injury Benefits (Federal Workers Compensation)

Federal Employees Retirement System (FERS)

Thrift Savings Plan (TSP)

Social Security participation

Federal Employees Group Long Term Disability program (FEG LTD)

Flexible Benefit program

Long Term Care program

Employee Assistance Program (EAP)

Public Transit Subsidy

Congressionally approved annual cost of living increase